



Employment Opportunity

Project Coordinator

JNR Construction is looking for a highly motivated individual to work as a Project Coordinator on our various projects in Norway House, including the new Health Centre of Excellence and Manitoba Hydro Projects. In this position you will work a 3 week on and 1 week off schedule.

KEY RESPONSIBILITIES:

- Participate in external meetings with project engineers and architects on behalf of JNR
- Monitoring and tracking production, hourly work, etc.
- Monitor and update employee schedule
- Provide support to the Project Manager, Superintendent, and Foreman
- Maintain job diaries and site photos
- Support the Project Manager in developing punch lists describing work to be completed with associated material requirements
- Assist with invoicing and preparing supporting documentation, tracking, etc.
- Other duties and responsibilities as assigned by his/her Supervisor
- Creating and maintaining critical path method (CPM) Primavera schedules
- Work closely with field personnel on construction specific issues to ensure all information is effectively presented to facilitate proper installation
- Assist PM to enforce the construction schedule and cost controls
- Maintain project documentation in a manner consistent with JNR's file structure
- Involvement in project status reports and on-going cost projections
- Assist PM in preparing project close out reports to ensure sign off by all required parties
- Attend project site meetings
- Involvement in project administration activities including:
 - Pricing of change orders
 - Review of shop drawings
 - Sub contractor coordination
- Follow all requirements of the company health and safety program and support a safe work environment

REQUIRED KNOWLEDGE & SKILLS:

- Construction related education (Engineering or CET) considered an asset.
- 1-2 years construction experience in a similar position
- Capable of reading and understanding construction drawings and documents
- Excellent Microsoft Outlook, MS Word, and Excel skills
- Experience with Business Center, HCSS Estimating Software, StreetSmarts Accounting Software, Primavera P6 Scheduling Software, and AutoCAD considered an asset
- Strong communication skills – oral and written
- Self-motivated
- Ability to work accurately under pressure
- Ability to work with others as a team
- Valid Class 5 Driver's Licence

If you would like to apply for this position and be part of our team, please send your resume to:

Christie Spencer

Email: cspencer@nhcn.ca